

**MINUTES**  
**REGULAR MEETING**  
**VILLAGE OF CRIVITZ BOARD OF TRUSTEES**

**Public present:** Nicole Thompson, Dan Weber, Joshua & Brianne Mommaerts, Robert & Audrey Kosmeder, Angela Wojtkiewicz, Greg Behrendt, Cara Behrendt, David Harth, Franklin Harth, Marie Tomaszewski (Peshigo Times)

- 1) **Call to Order:** Pres. Deschane called the meeting to order at 7:30PM.
- 2) **Roll Call:** Members present:           President John Deschane           Trustee Duane Swanson  
  Trustee Kurt Kostuch           Trustee Trustee Dick Kaminski  
  Trustee Rich Porfilio           Trustee Jo Di Volk  
  Trustee Janis Porfilio

Also present:                           Attorney Frank Calvert  
  Clerk/Treasurer Marilyn Padgett  
  Deputy Clerk/Treasurer Jean Behrendt

Pres. Deschane presented a military service resolution to Spc. Joshua Mommaerts, who recently returned from Iraq where he served as a combat medic and vehicle operator with the 2-127<sup>th</sup> National Guard. Joshua was commended by all present for his service.

- 3) **Adoption of Agenda:** Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, that the agenda be adopted as presented. Vote: Ayes: 6. Motion carried.
- 4) **Minutes Approval:** Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, that the minutes of the regular meeting of September 19<sup>th</sup> be approved as presented. Vote: Ayes: 6. Motion carried.
- 5) **Financial Report:** Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to accept the financial reports for all funds for the month of September as presented. Vote: Ayes: 6. Motion carried.
- 6) **General Fund Vouchers:** Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to approve payment of general fund vouchers numbered 2308 through 2310 and 15712 through 15809. Vote: Ayes: 6. Motion carried.

Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to approve payment from the general fund to the following:

Airgas for fire extinguisher maintenance	\$	527.39
Northeast Asphalt for extra work items on Finnelli Ave.	\$	1,911.05

Vote: Ayes: 6. Motion carried.

- 6a) **Water Fund:** Motion by Trustee Swanson, seconded by Trustee Kaminski, to approve payment of water vouchers numbered 3236 through 3239. Vote: Ayes: 6. Motion carried.
- 6b) **Sewer Fund:** Motion by Trustee Swanson, seconded by Trustee Kaminski, to approve payment of sewer vouchers numbered 4100 through 4003. Vote: Ayes: 6. Motion carried.

Motion by Trustee Swanson, seconded by Trustee Kaminski, approve payment from the sewer fund to Great Lakes T.V. Seal in the amount of \$7,228.45 sewer cleaning and televising on the CTH A project route. Discussion: Trustee Swanson explained that this service videotapes sewer pipes to check for cracks, which was done on CTH A in preparation to make repairs during the road construction project. The board had originally approved a cost of .40 per foot. It was later discovered that the actual cost should have been approved at .80 per foot. Vote: Ayes: 6. Motion carried.

- 6c) Other Vouchers:** Motion by Trustee Volk seconded by Trustee Rich Porfilio, to approve payment of Dyer Business Park CDBG fund voucher #1004. Vote: Ayes: 6. Motion carried.

Motion by Trustee Volk, seconded by Trustee Rich Porfilio, to approve payment TIF fund vouchers numbered 175 through 179. Vote: Ayes: 6. Motion carried.

- 7) Committee & Department Reports:** Copies distributed.

- 8) Comments from Pre-registered Citizens:** None.

- 9) Dyer Business Park Lot Sales:** (Development) Motion by Trustee Volk, seconded by Trustee Rich Porfilio, to sell Lots #7 & #8 to Sara Magnusek for \$15,000.00 per lot, with \$7,500 refund per lot if she meets the terms of her developers agreement, which will specify completion of construction to the minimum assessed value for both lots combined no later than 12/31/07. Vote: Ayes: 6. Motion carried.

- 10) Dyer Business Park Lot #6 Purchase Refund:** (Development) Motion by Trustee Volk, seconded by Trustee Rich Porfilio, to approve refunding \$5,000 for the purchase of Lot #6 in Dyer Business Park after 1/1/07 to Eric & Lori Myszka, who have met the requirements of their developers agreement. Vote: Ayes: 6. Motion carried.

- 11) Dyer Business Park Lot Fill Invoices:** Motion by Trustee Volk, seconded by Trustee Rich Porfilio, to pay Richlen Excavating Dyer Business Park lot fill invoices in total amount of \$25,420.80. Discussion: Pres. Deschane reported that Attorney Calvert advised that the village request a change order to the contract with Jossart Brothers to include this cost. The Richlen bill is being paid in full, as they were not willing to provide a reduced rate. Richlen will reimburse Wolverine Outfitters directly for the bill they have already paid. Roll call vote: Kaminski: Yes, Volk: Yes, Swanson: Yes, Rich Porfilio: Yes, Kostuch: Abstain, Janis Porfilio: Yes. Motion carried.

- 12) Dyer Business Park Paving:** (Development) Bypassed.

- 13) Crivitz Youth Center – Building Demolitions:** (Whole) Motion by Trustee Kaminski, seconded by Trustee Swanson, to pay up to \$5,000 for tipping fees for debris taken to the landfill from the old “Frigo” building. Discussion: Pres. Deschane explained that Crivitz Youth Center bought the property with the intent to demolish the building and use it for green space, at least temporarily. This payment is an expression of appreciation from the village to be used to assist with demolition costs. The clerk was directed to send a check to Crivitz Youth Center for \$5,000.00, with no invoices being required, and to debit this cost to the solid waste tipping fees portion of the general fund budget. Trustee Volk stated that the Committee of the Whole meeting where this issue was discussed was originally only to speak with the employee supervisor. She did not plan to attend the meeting, as she had already provided input on the employee issue. The demolition issue was added at a later time, which did not leave her with ample notice to schedule time off. She said she would have liked to been involved in discussion of this issue and to propose that village contributions to the project be used for something other than demolition, such as a fountain, park benches or some other form of beautification for the property, particularly as the youth center already had sufficient funds for demolition. Pres. Deschane apologized for the situation. Vote: Ayes: 5, Abstentions: 1(Janis Porfilio). Motion carried.

**14) Memorandum of Understanding – CTH A Project:** (Development) Bypassed.

**15) Garbage Pick-up Contract:** (Public Works) Motion by Trustee Kaminski, seconded by Trustee Rich Porfilio, to renew the contract for garbage pick-up with G & S Refuse for the term of 1/1/07 through 12/31/07 at the same price as the 2006 contract. Discussion: Pres. Deschane noted there is a significant reduction in tipping fees due to eliminating funding for dumpster garbage. Vote: Ayes: 6. Motion carried.

**16) Public Works Truck Equipment:** (Public Works) Motion by Trustee Kaminski, seconded by Trustee Rich Porfilio, to purchase a plow from Elias Auto not to exceed \$5,500.00. Discussion: Trustee Kaminski noted that this expense is to come from the streets budget. Vote: Ayes: 6. Motion carried.

Motion by Trustee Kaminski, seconded by Trustee Rich Porfilio, to accept the proposal from R & S Auto Artists to for the purchase and installation of lettering on the Public Works truck not to exceed \$ 150. Discussion: Trustee Kaminski noted the lettering would read “Village of Crivitz” and possibly leave room for the village logo. Vote: Ayes: 6. Motion carried.

**17) Cemetery Project – Surveying Expense:** (Parks & Recreation) Bypassed.

**18) Holiday Decorations:** (Parks & Recreation) Motion by Trustee Kostuch, seconded by Trustee Kaminski, to refurbish holiday decorations at a cost not to exceed \$1,000.00. Vote: Ayes: 6. Motion carried.

**19) Ball Field Improvements:** (Parks & Recreation) Motion by Trustee Kostuch, seconded by Trustee Kaminski, to allow Crivitz Youth Baseball to make improvements to the ball field, provided there is no expense to the village. Vote: Ayes: 6. Motion carried.

**20) Don Brooks Park Driveway:** (Parks & Recreation) Motion by Trustee Kostuch, seconded by Trustee Kaminski, to install a gravel driveway at Don Brooks Park at a cost not to exceed \$675.00. Vote: Ayes: 5, Abstentions: 1(Janis Porfilio). Motion carried.

**21) Crivitz Community Veterans Park:** (Parks & Recreation) Motion by Trustee Kostuch, seconded by Trustee Kaminski, to remove stumps at Crivitz Community Veterans Park at a cost not to exceed \$500.00. Vote: Ayes: 6. Motion carried.

Motion by Trustee Kostuch, seconded by Trustee Kaminski, to install railings around the platform and steps along the pavilion not to exceed \$375.00, and lights near the door of the restroom building not to exceed \$150.00, all at Crivitz Community Veterans Park. Vote: Ayes: 6. Motion carried.

**22) Employee Handbook:** (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to approve the updated employee handbook as presented. Discussion: Pres. Deschane commended the Finance Committee and staff on their work on this project. Vote: Ayes: 6. Motion carried.

**23) Fire Department Bylaws:** (Public Safety) Bypassed.

**24) 2007 Assessors Contract and Market Update:** (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to accept the proposal from R & R Assessing Services for 2007 assessment roll maintenance and market update revaluation in the amount of \$18,000.00. Vote: Ayes: 6. Motion carried.

**25) Copy Machine Contract:** (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to approve the 3-year copy machine maintenance contract with Cooper Office Equipment. For \$585.00 for the first year and a possible 10% maximum additional cost for the 2<sup>nd</sup> and 3<sup>rd</sup> years. Vote: Ayes: 6. Motion carried.

**26) Operators Licenses:** (Finance) Motion by Trustee Janis Porfilio, seconded by Trustee Rich Porfilio, to issue a operator licenses effective October 17, 2006, through June 30, 2008, to Stephanie Oberleitner and Cynthia Gauger, who have received satisfactory records checks. Vote: Ayes: 5, Abstentions: 1(Rich Porfilio). Motion carried.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**PRESIDENT'S CORNER:** Pres. Deschane reported that there will be a benefit for Officer Craig Kasten on October 29<sup>th</sup> at Lena Lanes. Craig is re-writing the Police policy and procedure manual during his recuperation.

Pres. Deschane congratulated Kyle Myszka and Travis Meyer, who both achieved Eagle Scout status.

**CORRESPONDENCE:**

**Peshtigo River State Forest:** Copies of the Preferred Alternative and Options Summary for the Peshtigo River State Forest were distributed. Pres. Deschane reported that the full plan is available for inspection in the clerk's office.

**QUESTIONS FROM THE FLOOR:** Frank Harth asked if there were going to be any meetings with business owners regarding the CTH A reconstruction project. Pres. Deschane replied that there will be meetings with business owner and residents when the engineering design contract is begun. He will do his best to keep everyone informed and to get their input on the project.

**ADJOURNMENT:** Motion by Trustee Rich Porfilio, seconded by Trustee Kaminski, that the meeting be adjourned at 8:24pm. Vote: Ayes: 6. Motion carried.

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Respectfully submitted,

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John J. Deschane  
President

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Marilyn L. Padgett  
Clerk/Treasurer